



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 386.2

Job Title: **SENIOR CONTRACT COMPLIANCE OFFICER**

Pay Grade: 18

GENERAL SUMMARY:

Performs administrative duties in reviewing and investigating compliance with specific sections of contractual agreements according to regulations established by Municipal, State and Federal codes.

RESPONSIBILITIES:

- Conducts on-site interviews with City contractors, vendors, service suppliers, and their employees and references, to monitor compliance with contract regulations.
- Audits contractors' payroll, financial statements and tax records to verify compliance with contract regulations.
- Compiles data and prepares regular and periodic reports as requested.
- Disseminates information about program requirements through workshops, seminars, and telephone and office walk-in inquiries.
- Provides technical assistance to Contract Compliance Officers as requested.
- Reviews and records final clearance in accordance with Labor Compliance Standards.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Business Administration, Public Administration, Liberal Arts or a related field.

EXPERIENCE:

One year of responsible, professional administrative experience is required.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and procedures.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There is only a slight source of discomfort from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with situations where occasional exposure to office chemicals and/or periodic use of a video display terminal are required.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Contract Compliance Officer
Senior Contract Compliance Officer
Contract Compliance Supervisor

Effective: October 1990

Revised: August 2004